

Inside: Top 25 Public Service Jobs

INDemand

**Fourth
Edition**

District Residents at Work

In this issue:

Public Service Careers

Featuring:

Zena Parker

U.S. Army Veteran

Following a Path to Justice



TOP 25 PUBLIC SERVICE OCCUPATIONS IN THE DISTRICT OF COLUMBIA

Occupation	Annual Wage	Training	Job Description
Postal Service Mail Sorters, Processors, and Processing Machine Operators	\$45,850	Short-term on-the-job training	Prepare incoming and outgoing mail for distribution. Examine, sort, and route mail by state, type, or other system. Load, operate, and occasionally adjust and repair mail machinery.
Postal Service Mail Carriers	\$47,850	Short-term on-the-job training	Sort mail for delivery. Deliver mail on established route by vehicle or on foot.
Management Analysts	\$79,470	Bachelor's or higher degree, plus work experience	Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.
Lawyers	\$133,600	Professional degree	Represent clients in criminal and civil litigation and other legal proceedings, compose legal documents, and manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.
Operations Research Analysts	\$76,760	Bachelor's or higher degree, plus work experience	Formulate and apply mathematical modeling and other optimizing methods using a computer to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions.
Secretaries, except Legal, Executive	\$40,140	Moderate-term on-the-job training	Perform routine clerical and administrative functions such as drafting medical correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.
Computer Systems Analysts	\$81,870	Bachelor's degree	Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to improve existing systems and review computer system capabilities, workflow, and scheduling limitations.
Purchasing Agents, except Wholesale, Retail, and Farm Products	\$76,850	Work experience in a related occupation	Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.
Postal Service Clerks	\$50,340	Short-term on-the-job training	Perform any combination of tasks in a post office: receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; fill out and sell money orders; place mail in pigeon holes of mail rack or in bags according to state, address, or other scheme; and examine mail for correct postage.
Accountants and Auditors	\$65,910	Bachelor's degree	Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.
Police and Sheriff's Patrol Officers	\$56,740	Moderate-term on-the-job training	Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform a combination of the following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.
Janitors and Cleaners, except Maids and Housekeepers	\$22,260	Short-term on-the-job training	Keep buildings in clean and orderly condition. Perform heavy cleaning and duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.
First-Line Supervisors/Managers of Office and Administrative Support Workers	\$73,860	Work experience in a related occupation	Supervise and coordinate the activities of clerical and administrative support workers.
Economists	\$96,040	Master's degree	Conduct research, prepare reports, or formulate plans to aid in solution of economic problems arising from production and distribution of goods and services.
Market Research Analysts	\$72,290	Master's degree	Research market conditions in local, regional, or national areas to determine potential sales of a product or service. May gather information on competitors, prices, sales, and methods of marketing and distribution.
Employment, Recruitment, and Placement Specialists	\$53,840	Bachelor's degree	Recruit and place workers.
Office Clerks, General	\$28,630	Short-term on-the-job training	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures.
Political Analysts	\$88,760	Master's degree	Study the origin, development, and operation of political systems. Research a wide range of subjects, such as relations between the United States and foreign countries, the beliefs and institutions of foreign nations, or the politics of small towns or a major metropolis
Detectives and Criminal Investigators	\$81,520	Bachelor's or higher degree, plus work experience	Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes
Budget Analysts	\$76,970	Bachelor's degree	Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports for the purpose of maintaining expenditure controls.
Administrative Services Managers	\$72,530	Bachelor's or higher degree, plus work experience	Plan, direct, or coordinate supportive services of an organization, such as record keeping, mail distribution, telephone operator/receptionist, and other office support services. May oversee facilities planning and maintenance and custodial operations.
Financial Managers	\$97,240	Bachelor's or higher degree, plus work experience	Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.
Maintenance and Repair Workers, General	\$36,880	Moderate-term on-the-job training	Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair.
Compliance Officers, except Agriculture, Construction, Health and Safety, and Transportation	\$69,700	Long-term on-the-job training	Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and other compliance and enforcement inspection activities not classified elsewhere.
Cashiers	\$21,000	Short-term on-the-job training	Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.

Resources for Public Service Careers

http://www.firstgov.gov	FirstGov.gov is the official gateway to employment opportunities with the Federal, State and local agencies . Before you begin your search for that public service position, be sure to conduct research. As you navigate through this site, you will find links to every government agency and information on benefits, grants, taxes, jobs, educational programs, and other useful resources.
http://www.usajobs.opm.gov	USAJobs.opm.gov is the perfect resource to utilize when applying for a Federal position. Not only is this used as a search engine , job seekers can also create an online resumé that can be posted on the site for employers. Downloadable forms needed to accompany resumé are accessible as well. USAJobs also provides tips for the first time Federal job seeker , including how to write a winning resumé for a Federal employer and the Knowledge, Skills & Abilities (KSAs) for positions, and provides a glossary of Federal terms.
http://www.studentjobs.gov	Studentjobs.gov, in partnership with USAJobs.opm.gov, targets students . Through this website, high school juniors and seniors can participate in the "Stay-In School Program," which allows high school students to join the Federal government and work until they have received a Bachelor's degree from an accredited college or university. Other student programs, including internship opportunities , target college students.
http://www.govtjobs.com	Job seekers use the Govtjobs.com site to further their search in the public service industry. Govtjobs.com frequently announces job opportunities from city, county and state agencies, executive firms, and non-profits . Govtjobs.com also provides job resource information state by state, salary information, and cover letter and resumé writing tips.
http://www.military.com	Specifically aimed towards those desiring a career in the military , this unique site offers a look into the military lifestyle and opportunities within each branch. For those seeking an education with the help of military funds, a search engine for schools and a scholarship finder is provided.
http://www.hirevetsfirst.gov	HireVetsFirst.gov specially caters to veterans seeking employment in the public service field . Veterans can find a wealth of information as the site provides information on one-stop career centers, advice on making transitions, a resumé writer, and even information regarding owning a small business.

Zena Parker

A Veteran who Followed a Path to Justice



Perhaps it was destiny that led Zena Parker to the Department of Employment Services (DOES) U.S. Veterans One-Stop Career Center. The Ward 7 resident was working as a subcontractor with the Department of Housing and Urban Development. She had already been employed with the Department of Defense having served four years in the U.S. Army as a Material Control and Accounting Specialist. Out of curiosity, Parker decided to take a look at the offerings of the Veterans One-Stop Career Center to see whether or not she could benefit from its services. She did.

The center provided Parker with **career counseling** and **access to several employers**. As a result, she was also able to secure a five-month internship with the Domestic Relations Branch of D.C. Superior Court which eventually led to her being hired as a Program Assistant with the Pre-Trial Services Agency in

the Court Services and Offender Supervision Division at the U.S. Department of Justice. The position called for a candidate with patience and a good attitude. Parker was an excellent match.

She acknowledges that the decision to take advantage of the services offered by the Department of Employment Services U.S. Veterans One-Stop Career Center was indeed a turning point in her life. She went from working as a subcontractor to finding stable, gainful employment with a federal agency. From her standpoint, the future looks bright. She plans to complete her Bachelor of Science degree in Management in the spring of 2007 and is considering pursuing a degree in criminal justice.

Parker offers this advice to job seekers: **"Research, research, research.** And then conduct more research. Find a federal agency that interests you. Inquire about the professional/ administrative careers within the agency. Inquire about internships and, if at all possible, establish an internal contact so you can learn of new employment opportunities before the general public becomes aware of them."

DCNetworks Virtual One-Stop System

Looking for the **perfect job**? Searching for **qualified employees**? Need **accurate** labor market information? The District's **Virtual One-Stop (VOS) System** is an innovative web-based mechanism that allows job seekers, employers, training providers, benefit applicants, and other interested parties to **immediately** access critical employment and labor market information and program services. **Employers** can post job vacancies, review resumés, and schedule interviews without staff intervention or assistance. **Job seekers** can create cover letters and resumés and research vocational training programs.

An interface for the visually-impaired as well as a Spanish version is also available to ensure increased accessibility.



A Job Seekers Step-by-Step Guide

Log in ⇒ Click the Register link to create a UserID

Find a Job ⇒ Choose anywhere in the Metro Area or in DC - Search by location / occupation / salary / source / date ⇒ view listings ⇒ make your choice

Create an Online Resumé ⇒ Job Seeker Services ⇒ Resumé Builder

Research an Employer ⇒ By location / keywords / industry / employer size

Explore a Career ⇒ Match your **Skills** by job or personal abilities ⇒ complete "Job Skills Wizard" ⇒ view results **or** match your **Occupation** ⇒ choose a location ⇒ search by keywords or group ⇒ view related occupations

Learn about the Job Market ⇒ Choose anywhere in the Metro Area or in DC ⇒ view labor market information

Learn about Education and Training ⇒ Choose anywhere in the Metro Area or in DC ⇒ search by program or keywords / occupation ⇒ view description ⇒ view specific information (available jobs, training, etc.)

Get Area, Industry or Occupational Profiles ⇒ view commonly asked questions

Apply for High Demand Occupational Training ⇒ complete application and follow the directions.

Contact the D.C. Department of Employment Services via the web at www.dcnetworks.com or www.does.dc.gov by mail at 64 New York Avenue, N.E., Suite 3000, Washington, D.C. 20002 or phone (202) 724-7000, TDD/TYY (202) 673-6994.

One-Stop Career Center

Location

Hours of Operation

Franklin One-Stop Career Center *

1500 Franklin St., NE
Washington, DC 20018

Mon.-Fri.
8:30 a.m.-4 p.m.

Naylor Road One-Stop Career Center *

2626 Naylor Road, SE
Washington, DC 20020

Mon.-Fri.
8:30 a.m.-4 p.m.

South Capitol One-Stop Career Center/ CVS

4049 S. Capitol St., SW
Washington, DC 20032

Mon.-Fri.
8:30 a.m.-4 p.m.

A. Philip Randolph Worker Center/Satellite One-Stop Career Center

6210 N. Capitol St., NW
Washington, DC 20011

Mon.-Fri.
8:30 a.m.-4 p.m.

Business Improvement District (BID) Satellite One-Stop Career Center

945 G Street, NW
Washington, DC 20001

Mon.-Fri.
8 a.m.-5 p.m.

U.S. Veterans Assistance Center, Veterans Affairs Regional Office

1722 I Street, NW
Room 335
Washington, DC 20421

Mon.-Fri.
8:30 a.m.-5 p.m.

Euclid Street Satellite One-Stop Career Center

1704 Euclid St., NW
Washington, DC 20009

Mon.-Fri.
8 a.m.-4:30 p.m.

* Full Service Centers

One-Stop Career Centers are strategically located throughout the District to accommodate residents who prefer on-site service.



Anthony A. Williams
Mayor



Gregory P. Irish
Director

